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INDUCTION TRAINING PLAN 1/

I. Induction training:

Induction training is a cooperative undertaking, including:

Supervisors.  
Agents.  
Specialists.

- A. The initiative properly is taken by supervisors.
  - 1. Training purpose and procedures explained to State group.
- B. Training procedures developed by representative committee:
  - 1. Trainer agents.
  - 2. Agents who have recently been trained.
  - 3. Specialists.
  - 4. Supervisors.
- C. Need carefully selected agents for trainers - two agents in a county - man, woman.
  - 1. Outstanding in teaching ability.
  - 2. Attitudes right toward beginning agents.
  - 3. Have a thorough understanding of the Cooperative Extension Service.
  - 4. Attitudes right toward the purpose and objectives of the Cooperative Extension Service.
  - 5. Harmonious relationships with each other and with the State extension staff.
  - 6. A knowledge of what a beginning agent needs to know.
  - 7. County sponsoring leadership sympathetic to training.
  - 8. Recognized as trainers - salary standing.
- D. Trainer agents assisted through:
  - 1. An explanation of the training procedures.
  - 2. "J" course training - J. R. T., J. M. T., J. I. T.
  - 3. Equip them with necessary study and reference material for use of trainees.
  - 4. Review with trainee and trainer agents what is to be covered in the training period.
  - 5. Review about the middle of the training period the progress being made by the trainee.

1/ Prepared by Cannon C. Hearne and Mary L. Collings. Duplicated by Division of Extension Research and Training.

6. Evaluate at the end of the training period the results of the training:
  - a. Rating of trainee by trainer agents.
  - b. Replies of trainee to questions.
  - c. Reaction of trainee.
  - d. Reaction of county leaders to the trainee.
- E. Orientation training given previous to county training experience.
  1. New worker needs to be put at ease in the new (to him) organization.
  2. Find out what he already knows about the Cooperative Extension Service.
  3. Acquaint him with the general picture of the Cooperative Extension Service, and the institution with which it is connected.
  4. Have him meet and visit with the administrative officials, such as:
    - a. Deans.
    - b. Chairmen of departments.
    - c. Specialists.
    - d. 4-H Club staff.
    - e. Agricultural editor.
  5. Show him, if out-of-State worker, the physical set-up of the institution.
  6. Review the county situation where he is to report for training.
- F. Apprenticeship:
  1. In county with trainer agents.
  2. For a definite period--90 days.
  3. Training should consist of a mingling of study and experience;
    - a. Study material for each topic.
    - b. Experiences to emphasize each topic.
    - c. Reports or other opportunity to judge the success of the training.
  4. Training experiences should be pulled together into a logical pattern:
    - a. The Cooperative Extension Service.
    - b. Objectives of the Cooperative Extension Service and how these coincide with those of other groups and interests.
      - (1) Those related to and a part of the U. S. D. A.
      - (2) Those interested in and working toward improved agriculture, but which are not a part of the U. S. D. A.
    - c. The county rural program.
    - d. Preparing and carrying out plans of work.
    - e. The county extension office.
    - f. Duties, responsibilities, and privileges of county extension workers.

## G. New workers' conference:

1. For a definite period--1 to 2 weeks.
2. Workshop sort of experience for study of problems chosen by the workers and carried through to analysis and solution during the conference.
3. May or may not be a credit course in the land-grant institution.
4. Conference is planned and conducted by a staff committee.

## II. Follow-up -- inservice training:

## A. A continuous process - requiring a supervisory plan.

## B. Planned to fit the needs of individual agents - varied according to:

1. Background of agents.
2. Previous training which agents have had.
3. Knowledge of agents.
4. Interest of agents.
5. Capabilities of agents.

## C. Consists of:

1. Planned experiences to give agents opportunities to practice or study with supervision given by either supervisors or specialists or both.
  - a. These experiences to be decided upon by supervisors and agents.
  - b. Supervisors should have ideas from specialists as to training needed by agents.
2. Methods, devices, techniques:
  - a. Short courses, subject matter or methods or both.
  - b. Tours to experiment stations and other centers where training can be received.
  - c. Planned conferences or visits.
  - d. Analysis forms.
  - e. Handbooks, guides.
3. Evaluation of the training:
  - a. Need a base evaluation.
  - b. Need a progress evaluation to compare to the base (method check list, over-all check lists).





